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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Reports and Estimates

DATE: 6 December 1949

FROM : Management Officer

SUBJECT: Graphic Services within CIA

1. It has been brought to the attention of this office by personnel of the Office of Scientific Intelligence that the graphic facilities available within the Graphics Section, Presentation Division, Administrative Staff, Office of Reports and Estimates, are inadequate to meet the needs of the Office of Scientific Intelligence in the preparation of their finished intelligence reports. Attached are comments from the Office of Scientific Intelligence to the Assistant Director, ORE, stating the inadequacies of the Graphics Section's facilities.

2. As a result of an excessive workload expressed by the Chief of the Graphics Section, a requirement of sixteen drawings took approximately three months from the time of the original request to their completion. Included in these sixteen drawings were five photographs requiring a small pictogram illustration of the use of this equipment and eight original or non-reproducible photographs. It is estimated by this office that the workload involved in this specific request should normally take a qualified draftsman from seven to ten working days to fulfill. The reason given by the Chief of the Graphics Section for his inability to provide better service on this request was the excessive workload that had accrued from other offices of CIA.

3. During the two-year period that the Graphics Section had the responsibility for the preparation of the "Operations Analysis Handbook", it was found that this project consumed approximately 75% of the available man-hours of this shop. Beginning with the August 1949 issue of the "Operations Analysis Handbook", the responsibility for its preparation was assumed by personnel of the Management Staff. This is currently being done with one and one-half persons per month assigned to the graphic's portion of this publication.

4. The authorized T/O in June of 1949 included six positions, five of which were filled and the part-time service of a clerk-steno from the Situation Room Staff. The current T/O authorizes five positions or the same number of actual bodies on duty as of June 1949 with the reduction of workload of 75%. The excessive workload consistently referred to

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whenever service is requested of this Section is of vital concern to this Office as no proof can be offered that this workload actually exists, but it is felt that this argument is used solely to avoid the Agency responsibilities charged to the Graphics Section.

5. The T/O presently authorized calls for a diversification of talent among the five positions, however, this organization is manned in its entirety by Artist-Illustrator personnel. It is suggested that in light of the pending transfer of one person in this organization that this slot be assigned and filled by a competent engineering draftsman familiar enough with a blueprint design, electric circuits, and general engineering background to enable this Section to fulfill the type of requests it may expect to receive from the Office of Scientific Intelligence.

6. It is interesting to note that the three months that were consumed in the preparation of these drawings caused the intelligence report to be disseminated to its authorized recipients some four months after date of report completion. Efforts will be made in the future, providing adequate service is available, for the graphics designer to be included in the production line of a specific report so that illustrative material and narrative content will strike a more effective balance.

7. This office has stated many times before and reiterates its stand again that after the suggested changes in T/O composition are effected, should the workload conclusively prove in excess of manpower available, T/O adjustments can and will be made in the interests of the intelligence production of the Central Intelligence Agency.

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